

## Position Control Function Description

This database was initially populated by MIS from spreadsheet information collected by HR. Following the initial load and data verification, HR is responsible for editing and maintaining the data. Position Control information is current information only (no archive or history). A series of screens will be used by HR to perform the following functions:

### Position Hierarchy Functions

Search and view the position control hierarchy from top down or bottom up, via a series of click selections (one click per level).

Search by Last Name  
Search by Position Name  
Search by Position Number  
Search by PIDM

#### “Top Down” example:

- Searching County Administrator displays a list “tree” of all reporting Sub Positions: Department Directors
- Selecting a Department Director displays a tree of all reporting Sub Positions: Division Directors
- Selecting a Division Dir. Displays a tree of all reporting Sub Positions: Managers
- Selecting a Manager displays a tree of all reporting Sub Positions: Supervisors
- Selecting a Supervisor displays a tree of all reporting Sub Positions: Employees

#### “Bottom Up” example

- Searching an employee displays the Supervisor Name
- Selecting the Supervisor Name displays a tree of Managers
- Selecting a Manager displays a tree of Division Directors
- Selecting a Division Director displays a tree of Department Directors

### Sub Position Functions

Move the group (to another supervisor)

Edit the group (reviewer/supervisor only)

Add, edit, and delete position functions are available but actions taken in Position Control are overwritten by Banner during nightly process

### Single Position Functions

Search and view position information for an individual employee or position.

Search by Last Name

Search by Position Name

Search by Position Number

Search by PIDM

Edit a position (any field)

Update a position (stores the information)

Delete a position

View Position Name, Position Number, PIDM, First Name, Last Name, Supervisor Name, Supervisor Position #, Reviewer Name, Reviewer Position #, Dept. Director or Div Director (indicator)

Print and Download Functions

NOTE: "Print" also means the ability to download or extract in a format useable in programs such as Excel or Word

Ability to print the position hierarchy (format to be determined)

Ability to print single position information (format to be determined)

Ability to print sub-position information (format to be determined)

Automated Functions

- 1) Data interface between Banner, Position Control, and EPA to supply new or updated information (such as new employee, new position, name change), as well as information required for electronic notification of appraisal status/due dates to supervisors.

Issues/Questions/Decisions

- 1) Yellow sheet (PAF) updates may be used by HR to keep the data fresh. Additions/edits/deletions are overwritten by Banner during the nightly process.
- 2) Use the Class Code (from Banner) to determine if the position is Senior Manager level and above, or if there are other exclusions.
- 3) How will pooled positions with the same position number be handled? These will be assigned to the Deputy Chief of Operations, noting who actually performed the review.
- 4) The supervisor email address is required for automatic notification (employee email addresses are not required). Do all supervisors have access to email? If not, how will they be notified?
- 5) What is the source of the supervisor email address? How will input and maintenance of this data occur?
- 6) OPS positions are not being appraised, but need to be included for timesheets. PRN positions are being appraised, and also need to be included for timesheets. Class code will be used to differentiate between OPS and PRN positions.
- 7) Position Control information is current information only (no archive or history). It appears there is an added requirement for Position Control History. This will need to be clearly defined.